



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

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INTERIM STATE SUPERINTENDENT

**FOOD SERVICE**

**ADMINISTRATIVE MEMO NO. 1  
SCHOOL YEAR 2018 – 2019**

**SUBJECT:** Outreach to Households on the Availability of the School Breakfast Program

**DATE:** August 1, 2018

The Healthy, Hunger-Free Kids Act of 2010 (the Act), Public Law 111-296, establishes requirements for conducting outreach to households on the availability of the School Breakfast Program (SBP).

As instructed in the United States Department of Agriculture's (USDA) Child Nutrition Reauthorization 2010: Outreach to Households on the Availability of the School Breakfast Program, SP 40-2011, the Michigan Department of Education is informing School Food Authorities (SFAs) of the requirement of outreach in an effort to help more children benefit from the nutritious meals served in the SBP.

SFAs participating in the SBP must inform families of the availability of breakfast. A notification of the availability of breakfast must be relayed just prior to or at the beginning of the school year in the informational packets that are sent to each household with free and reduced price meal applications for the new school year. In addition, the schools should send reminders regarding the availability of the SBP multiple times throughout the school year. Schools can provide communication through various means – public address announcements, disseminating printed or electronic material to families and school children. Information about the SBP should be posted on the school's website. Informing the community of the availability of school breakfast will not only improve breakfast participation, it will help nourish students helping to make sure they are fully prepared to learn.

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Other resources and materials are available through Team Nutrition and other interested parties. The full content of the guidance from USDA can be found at [USDA Memo SP 40-11<sup>i</sup>](#).

Questions regarding this Administrative Memo may be directed to the School Nutrition Programs unit by e-mail to [mde-schoolnutrition@michigan.gov](mailto:mde-schoolnutrition@michigan.gov).

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<sup>i</sup>[http://www.michigan.gov/documents/mde/SP\\_40-2011\\_sbbreakfast\\_355769\\_7.pdf](http://www.michigan.gov/documents/mde/SP_40-2011_sbbreakfast_355769_7.pdf)